

Introduction

The VT1, VT2, and VT3 electronic documents are “Requests for Transfer of Funds (RTF) which departments may use. The account numbers involved in the transfer determine which document will be created:

The VT1 is used to request a transfer of funds on 14 and 20 accounts. Transfers may be made only within an account group (i.e., from "14" account to "14" account or "20" account to "20" account but NOT from a "14" to a "20" or vice versa). For document routing purposes, all DEBIT accounts must belong to the same masterview.

The VT2 is used to request a transfer of funds on accounts other than 14, 20, and 26 accounts. Transfers may be made only within an account group (i.e., from "29" account to "29" account but NOT from a "29" to a "30" account). There are two exceptions: interfund transfers from "30" accounts to "57" accounts and interfund transfers from "30" accounts to "32" accounts are allowable. Service dates are required on transfers of this type.

The VT3 is used to request a transfer of funds on 26 accounts. Transfers may be made only within a budget group (i.e., the first 8 digits of the account numbers must be the same).

This handout provides two examples of the VT1 document, one example of the VT2, and one example of the VT3. Additional information about these documents may be found in the on-line screen level help (by pressing PF6 from each screen).

Creating the VT1 - Example #1

To create a new document, type "New" in Action and "01" in Format. Press <enter>.

```
>>VOUCHER, TRANSACTIONS AND DOCUMENTS SUCCESSFULLY DELETED<<
*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year 93 94
Command: VT1  Account: _____ Misc: _____             Month: OCT
=====
Status:              -- COVER SHEET --          Document ID: _____
  Action: new      Summary:
    Created: 10/18/93 by ACNDW - WEISER, NANCY D          Category:
  Format: 01_____ Temp/Pmnt: _          RBC: _____
Voucher Date: _____ Voucher Nbr: _____ Totals: Debits:          0.00
Process Date: _____ Credits:          0.00
Sections:  _ 1. R.T.F. Transactions          Entries:          0
  Account/      Account          Amount      D/C Obj      Free Balance
  Type          titles          DTN          Description          Comments
  _____          _____          _____          _____          _____          +
  _____          _____          _____          _____          _____          +
          _ 2. R.T.F. Comments          Needs Support Doc: _
  _____
          _ 3. Departmental Codes
  _____

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/18/93 11:37 AM --
```

Created Status

Always write down the Document ID number and retain for your records. Press <enter> again to get the cursor to go to the Temp/Pmnt field (optional).

```
>>CREATION OF DOCUMENT D0VT1999888 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year 93 94
Command: VT1  Account: _____ Misc: _____             Month: OCT
=====
Status: CREATED              -- COVER SHEET --          Document ID: D0VT1999888
  Action: _____ Summary: DOCUMENT IN PROGRESS
    Created: 10/18/93 by ACNDW - WEISER, NANCY D          Category:
  Format: 01_____ Temp/Pmnt: _          RBC: _____
Voucher Date: 101893 Voucher Nbr: _____ Totals: Debits:          0.00
Process Date: _____ Credits:          0.00
Sections:  _ 1. R.T.F. Transactions          Entries:          0
  Account/      Account          Amount      D/C Obj      Free Balance
  Type          titles          DTN          Description          Comments
  _____          _____          _____          _____          _____          +
  _____          _____          _____          _____          _____          +
          _ 2. R.T.F. Comments          Needs Support Doc: _
  _____
          _ 3. Departmental Codes
  _____

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/18/93 11:39 AM --
```

Document Information

Type "T" for temporary or "P" for permanent. If you are not for sure, specify temporary.

P - (permanent) will update the budget recommendation form.

T - (temporary) is a one-time transfer that will not affect future budgets.

On transaction lines enter account numbers, amounts, and "D" for debit or "C" for credit, DTN number (optional) and description (optional). Leave object code blank. The system automatically generates the object code. Press <enter> to update the document.

Departments should type "N" in the Needs Support Doc field. The VT1 document does not require any supporting documentation. If a manual document was prepared and sent to the Office of Accounting they will type a "Y" in this field.

Computer Generated Information

Note that the computer automatically created a Summary and supplied the Account Type, Account Title, Object Class Code and Account Free Balance.

Also, "Transfer of Funds" will automatically copy to Section 2 - R.T.F. Comments. However, a reason or justification must be entered here or the transfer will be rejected. If the three comment lines on the cover sheet are insufficient, four additional comment lines are available by marking this section and pressing 'ENTER'.

```
>> PLEASE ENTER T (TEMPORARY) OR P (PERMANENT) <<
*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year  93 94
Command: VT1  Account: _____ Misc: _____              Month: OCT
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VT1999888
Action: ____ Summary: DOCUMENT IN PROGRESS
Created: 10/18/93 by ACNDW - WEISER, NANCY D          Category:
Format: 01_____ Temp/Pmnt: t          RBC: _____
Voucher Date: 101893 Voucher Nbr:          Totals: Debits:          0.00
Process Date:          Credits:          0.00
Sections:  _ 1. R.T.F. Transactions          Entries:          0
  Account/      Account          Amount          D/C Obj          Free Balance
  Type          titles          DTN          Description          Comments
2016992060          100_____          c _____          +
          2_____ transfer from vis lecture
2016992080          ._____          d _____          +
          ._____ transfer to special equip
          _ 2. R.T.F. Comments          Needs Support Doc: n
_____
_____
          _ 3. Departmental Codes
_____
-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/18/93 11:39 AM --
```

```
>>UPDATE TO DOCUMENT D0VT1999888 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year  93 94
Command: VT1  Account: _____ Misc: _____              Month: OCT
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VT1999888
Action: ____ Summary: 20-1699-20 "TRANSFER OF FUNDS"
Created: 10/18/93 by ACNDW - WEISER, NANCY D          Category:
Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 101893 Voucher Nbr:          Totals: Debits:          100.00
Process Date:          Credits:          100.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
  Account/      Account          Amount          D/C Obj          Free Balance
  Type          titles          DTN          Description          Comments
2016992060 TRANSFER--VIS LCTUR          100.00 C 9035          100000.00 +
  7C DLA - SPECIAL UNALLOCATE 2_____ TRANSFER FROM VIS LECTURE
2016992080 TRANSFER--SPEC EQUIP          100.00 D 9035          200000.00 +
  7E DLA - SPECIAL UNALLOCATE 2_____ TRANSFER TO SPECIAL EQUIP
          _ 2. R.T.F. Comments          Needs Support Doc: N
"TRANSFER OF FUNDS"
transfer unused funds to cover od.
_____
          _ 3. Departmental Codes
_____
-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/18/93 11:41 AM --
```

Document Approval

The next step is to "VER" (Verify) or "APP" (Approve) the document.

```
>>UPDATE TO DOCUMENT D0VT1999888 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year  93 94
Command: VT1  Account: _____ Misc: _____ Month: OCT
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VT1999888
  Action: ver    Summary: 20-1699-20 "TRANSFER OF FUNDS"
    Created: 10/18/93 by ACNDW - WEISER, NANCY D          Category:
    Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 101893 Voucher Nbr:          Totals: Debits:          100.00
Process Date:          Credits:          100.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
  Account/      Account          Amount          D/C Obj          Free Balance
  Type          titles          DTN          Description          Comments
2016992060 TRANSFER--VIS LCTUR          100.00 C 9035          100000.00 +
  7C DLA -      SPECIAL UNALLOCATE 2_____ TRANSFER FROM VIS LECTURE
2016992080 TRANSFER--SPEC EQUIP          100.00 D 9035          200000.00 +
  7E DLA -      SPECIAL UNALLOCATE 2_____ TRANSFER TO SPECIAL EQUIP
          _ 2. R.T.F. Comments          Needs Support Doc: N
"TRANSFER OF FUNDS"_____
TRANSFER UNUSED FUNDS TO COVER OD._____
_____
          _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/18/93 11:41 AM --
```

Who You Gonna Call

Account Type is an audit to determine if the transfer is allowable.

Contact the Budget Office (1-3727) if the system will not permit transfers that should be allowable.

```
>> Transfer not allowed between account types 7C and 7E <<
*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year  93 94
Command: VT1  Account: _____ Misc: _____ Month: OCT
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VT1999888
  Action: ____ Summary: 20-1699-20 "TRANSFER OF FUNDS"
    Created: 10/18/93 by ACNDW - WEISER, NANCY D          Category:
    Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 101893 Voucher Nbr:          Totals: Debits:          100.00
Process Date:          Credits:          100.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
  Account/      Account          Amount          D/C Obj          Free Balance
  Type          titles          DTN          Description          Comments
2016992060 TRANSFER--VIS LCTUR          100.00 C 9035          100000.00 +
  7C DLA -      SPECIAL UNALLOCATE 2_____ TRANSFER FROM VIS LECTURE
2016992080 TRANSFER--SPEC EQUIP          100.00 D 9035          200000.00 +
  7E DLA -      SPECIAL UNALLOCATE 2_____ TRANSFER TO SPECIAL EQUIP
          _ 2. R.T.F. Comments          Needs Support Doc: N
"TRANSFER OF FUNDS"_____
TRANSFER UNUSED FUNDS TO COVER OD._____
_____
          _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/18/93 11:42 AM --
```

Section 3 - Departmental Codes Screen

This section is optional.

By using this screen, departments that keep accounting records on *DEFINE can code the transaction at the time it is created. This reduces the amount of time required to customize provisionals. The transaction date is the record date of the transaction that will show in the department's books. This field defaults to the creation date. Month is the activity month in which the department would like to have the transaction listed as occurring. Reports can be run based upon this entry. Because of paperwork delays, this may not agree with the month of reconciliation or the date the transaction was posted. The ledger description is the description that will be displayed on the departmental records and can be modified.

```
+-----+
>> FINAL PAGE OF DOCUMENT TRANSACTIONS <<
Action: ____ DEPARTMENT CODES Section 03 of 03
-----+
Transaction Date: 101893 Month: ____ Start at Account: _____
Audit Codes? N
ACCT NBR LEDGER DESCRIPTION TYPE AMOUNT D/C
CODE 1 CODE 2 CODE 3 CODE 4 CODE 5 CODE 6
DTN TAG A TAG B COMMENTS
1 2016992060 TRANSFER FROM VIS LECTURE TR 100.00 C
  _____
  2_____ _ _ _____ +
2 2016992080 TRANSFER TO SPECIAL EQUIP TR 100.00 D
  _____
  2_____ _ _ _____ +
-----+
-- 0 UT Austin ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/18/93 11:43 AM --
```


Computer Generated Information

Note that the computer automatically created a Summary and supplied the Account Type, Account Title, Object Class Code and Account Free Balance.

The next step is to "VER" (Verify) or "APP" (Approve) the document.

```
>>UPDATE TO DOCUMENT DOVT1999892 SUCCESSFULLY COMPLETED; CONTINUE<<
*DALPHB      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year  93 94
Command: VT1  Account: _____ Misc: _____      Month: OCT
=====
Status: CREATED      -- COVER SHEET --      Document ID: DOVT1999892
Action: ver      Summary: 14-1614-20 "TRANSFER OF FUNDS"
Created: 10/07/93 by ACNDW - WEISER, NANCY D      Category:
Format: 01_____ Temp/Pmnt: T      RBC: _____
Voucher Date: 100793 Voucher Nbr:      Totals: Debits:      100.00
Process Date:      Credits:      100.00
Sections:  _ 1. R.T.F. Transactions      Entries:      2
Account/      Account      Amount      D/C Obj      Free Balance
Type      titles      DTIN      Description      Comments
1416142001 TRANSFER--FAC SAL      100.00 D 9035      +
  2A CMES-CENTER FOR MIDDLE EAST 2_____ TRANSFER TO OALL_____
1416622001 TRANSFER--FAC SAL      100.00 C 9035      +
  2A OALL-ORIENTAL AND AFRICAN L 2_____ TRANSFER FROM CMES_____
_ 2. R.T.F. Comments      Needs Support Doc: N
TO FUND ASSISTANT PROFESSOR, JOE SMART FOR FALL SEMESTER._____
_____
_ 3. Departmental Codes

-- 0 UT Austin ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/07/93 01:43 PM --
```

Line Item & Budget Page # are Required

Documents involving transfers from faculty and administrative & professional salaries require line item and budget page.

```
Enter Line Item & Budget Page for 14-1614-2001 under Comments (mark '+')
*DALPHB      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year  93 94
Command: VT1  Account: _____ Misc: _____      Month: OCT
=====
Status: CREATED      -- COVER SHEET --      Document ID: DOVT1999892
Action: ____      Summary: 14-1614-20 "TRANSFER OF FUNDS"
Created: 10/07/93 by ACNDW - WEISER, NANCY D      Category:
Format: 01_____ Temp/Pmnt: T      RBC: _____
Voucher Date: 100793 Voucher Nbr:      Totals: Debits:      100.00
Process Date:      Credits:      100.00
Sections:  _ 1. R.T.F. Transactions      Entries:      2
Account/      Account      Amount      D/C Obj      Free Balance
Type      titles      DTIN      Description      Comments
1416142001 TRANSFER--FAC SAL      100.00 D 9035      +
  2A CMES-CENTER FOR MIDDLE EAST 2_____ TRANSFER TO OALL_____
1416622001 TRANSFER--FAC SAL      100.00 C 9035      +
  2A OALL-ORIENTAL AND AFRICAN L 2_____ TRANSFER FROM CMES_____
_ 2. R.T.F. Comments      Needs Support Doc: N
TO FUND ASSISTANT PROFESSOR, JOE SMART FOR FALL SEMESTER._____
_____
_ 3. Departmental Codes

-- 0 UT Austin ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/07/93 01:43 PM --
```

Erase or Type Over (+) in Comments

To provide this information, erase the "+" (in the Comments column) on the transaction line for the indicated entry and press <enter>.

```

Enter Line Item & Budget Page for 14-1614-2001 under Comments (mark '+')
*DALPHB      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year  93 94
Command: VT1  Account: _____ Misc: _____              Month: OCT
=====
Status: CREATED                -- COVER SHEET --                Document ID: D0VT1999892
Action: ____ Summary: 14-1614-20 "TRANSFER OF FUNDS"
Created: 10/07/93 by ACNDW - WEISER, NANCY D                    Category:
Format: 01_____ Temp/Pmnt: T                                RBC: _____
Voucher Date: 100793 Voucher Nbr: _____ Totals: Debits: 100.00
Process Date: _____ Credits: 100.00
Sections:  _ 1. R.T.F. Transactions                               Entries: 2
Account/      Account      Amount      D/C Obj      Free Balance
Type          titles          DTN          Description
1416142001 TRANSFER--FAC SAL 100.00 D 9035
2A CMES-CENTER FOR MIDDLE EAST 2_____ TRANSFER TO OALL_____
1416622001 TRANSFER--FAC SAL 100.00 C 9035 +
2A OALL-ORIENTAL AND AFRICAN L 2_____ TRANSFER FROM CMES_____
_ 2. R.T.F. Comments                                           Needs Support Doc: N
TO FUND ASSISTANT PROFESSOR, JOE SMART FOR FALL SEMESTER._____
_____
_____
_ 3. Departmental Codes

-- 0 UT Austin ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/07/93 01:43 PM --

```

Type Required Info in Comments

This is an example of a split transaction. The amount taken from each Line Item and Budget Page must be listed as well as the amount taken from each and who the line belongs to. The receiver's name and title are also listed.

```

-----
Additional Information Concerning Transaction 1 on this page:
Account Information:
    Account: 14-1614-2001 Status: A Type: EX PA: S
    Account Title: CMES-CENTER FOR MIDDLE EASTERN STUDIES -FAC SAL
    Unit: 0800-000 Department Title: CTR MID EAST STUDIES Abbr: CMES
    Acct Pool Balance: 10,000.00
    Acct Free Balance:
    Dept Free Bal(including requisitions):
-----
Object Code Info: Code: 9035 Title: TRANSFER BUDGET Status: A
-----
Screen 1 of 2
Service Dates: Begin: _____ End: _____ Cash Source: _____
Purpose Codes: _____
Tax SSN: _____
Comments (starting from comment-line 1 )
045 p 91 ($50.00) - Professor Smith
145 p 444 ($50.00) - Professor Jones
for Joe Smart, Assistant Professor
-----

```


Line Item & Budget Page are Required

Line Item and Budget Page are required for the second transaction, also. The ">" (in the Comments Column) means there is additional information for that particular transaction.

```
Enter Line Item & Budget Page for 14-1662-2001 under Comments (mark '+')
*DALPHB      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year 93 94
Command: VT1  Account: _____ Misc: _____              Month: OCT
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VT1999892
Action: ____ Summary: 14-1614-20 "TRANSFER OF FUNDS"
Created: 10/07/93 by ACNDW - WEISER, NANCY D          Category:
Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 100793 Voucher Nbr:          Totals: Debits:          100.00
Process Date:          Credits:          100.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
Account/      Account          Amount          D/C Obj          Free Balance
Type          titles          DTN          Description          Comments
1416142001 TRANSFER--FAC SAL          100.00 D 9035          >
  2A CMES-CENTER FOR MIDDLE EAST 2_____ TRANSFER TO OALL_____
1416622001 TRANSFER--FAC SAL          100.00 C 9035          +
  2A OALL-ORIENTAL AND AFRICAN L 2_____ TRANSFER FROM CMES_____
          _ 2. R.T.F. Comments          Needs Support Doc: N
TO FUND ASSISTANT PROFESSOR, JOE SMART FOR FALL SEMESTER._____
_____
          _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/07/93 01:49 PM --
```

Erase or Type Over (+) in Comments

To provide the line item and budget page, erase the "+" (in the Comments column) on the transaction line for the indicated entry and press <enter>.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DALPHB      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year 93 94
Command: VT1  Account: _____ Misc: _____              Month: OCT
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VT1999892
Action: ____ Summary: 14-1614-20 "TRANSFER OF FUNDS"
Created: 10/07/93 by ACNDW - WEISER, NANCY D          Category:
Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 100793 Voucher Nbr:          Totals: Debits:          100.00
Process Date:          Credits:          100.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
Account/      Account          Amount          D/C Obj          Free Balance
Type          titles          DTN          Description          Comments
1416142001 TRANSFER--FAC SAL          100.00 D 9035          >
  2A CMES-CENTER FOR MIDDLE EAST 2_____ TRANSFER TO OALL_____
1416622001 TRANSFER--FAC SAL          100.00 C 9035
  2A OALL-ORIENTAL AND AFRICAN L 2_____ TRANSFER FROM CMES_____
          _ 2. R.T.F. Comments          Needs Support Doc: N
TO FUND ASSISTANT PROFESSOR, JOE SMART FOR FALL SEMESTER._____
_____
          _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/07/93 01:57 PM --
```

Type Required Info in Comments

Type the receiving Line Item and Budget Page in the format above under Comments. Where applicable, the person's name and title should also be listed. Press <enter> to update.

```
-----+-----
Additional Information Concerning Transaction      2 on this page:
Account Information:
    Account: 14-1662-2001  Status: A  Type: CL PA: S
    Account Title: OALL-ORIENTAL AND AFRICAN LANGUAGES      FFAC SAL
    Unit: 0430-000  Department Title: ORIENT/AFRICA LANG/LIT Abbr: OALL
    Acct Pool Balance:
    Acct Free Balance:
    Dept Free Bal(including requisitions):
-----+-----
Object Code Info: Code: 9035 Title: TRANSFER BUDGET      Status: A
-----+-----
Service Dates:  Begin: _____ End: _____      Cash Source: _____
Purpose Codes:  _____
Tax SSN: _____

Screen 1 of 2

Comments (starting from comment-line 1      )
039 p 618 - Joe Smart, Assistant Professor
_____
_____
_____
-----+-----
```

Comments from Comment-Line 5

Another screen showing an additional 4 comment lines will appear (starting from comment-line 5). Note the message "UPDATE SUCCESSFUL" at the top of the screen. Press <clear> to return to the Cover Sheet.

```
-----+-----
>>UPDATE SUCCESSFUL.<<
Additional Information Concerning Transaction      2 on this page:
Account Information:
    Account: 14-1662-2001  Status: A  Type: CL PA: S
    Account Title: OALL-ORIENTAL AND AFRICAN LANGUAGES      FFAC SAL
    Unit: 0430-000  Department Title: ORIENT/AFRICA LANG/LIT Abbr: OALL
    Acct Pool Balance:
    Acct Free Balance:
    Dept Free Bal(including requisitions):
-----+-----
Object Code Info: Code: 9035 Title: TRANSFER BUDGET      Status: A
-----+-----
Service Dates:  Begin: _____ End: _____      Cash Source: _____
Purpose Codes:  _____
Tax SSN: _____

Screen 1 of 2

Comments (starting from comment-line 5      )
_____
_____
_____
_____
-----+-----
```

Document Approval

"VER" (Verify) or "APP" (Approve) the document.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DALPHB      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year  93 94
Command: VT1  Account: _____ Misc: _____              Month: OCT
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VT1999892
  Action: ver    Summary: 14-1614-20 "TRANSFER OF FUNDS"
    Created: 10/07/93 by ACNDW - WEISER, NANCY D          Category:
    Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 100793 Voucher Nbr:          Totals: Debits:          100.00
Process Date:          Credits:          100.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
  Account/      Account          Amount          D/C Obj          Free Balance
  Type          titles          DTN          Description          Comments
1416142001 TRANSFER--FAC SAL          100.00 D 9035          >
   2A CMES-CENTER FOR MIDDLE EAST 2_____ TRANSFER TO OALL_____
1416622001 TRANSFER--FAC SAL          100.00 C 9035          >
   2A OALL-ORIENTAL AND AFRICAN L 2_____ TRANSFER FROM CMES_____
   _ 2. R.T.F. Comments          Needs Support Doc: N
TO FUND ASSISTANT PROFESSOR, JOE SMART FOR FALL SEMESTER._____
_____
_ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/07/93 01:59 PM --
```

The Voucher is Verified as Correct

"APP" (Approve) the document to route the document forward.

```
>> YOUR VOUCHER IS VERIFIED AS CORRECT <<
*DALPHB      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year  93 94
Command: VT1  Account: _____ Misc: _____              Month: OCT
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VT1999892
  Action: app    Summary: 14-1614-20 "TRANSFER OF FUNDS"
    Created: 10/07/93 by ACNDW - WEISER, NANCY D          Category:
    Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 100793 Voucher Nbr:          Totals: Debits:          100.00
Process Date:          Credits:          100.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
  Account/      Account          Amount          D/C Obj          Free Balance
  Type          titles          DTN          Description          Comments
1416142001 TRANSFER--FAC SAL          100.00 D 9035          >
   2A CMES-CENTER FOR MIDDLE EAST 2_____ TRANSFER TO OALL_____
1416622001 TRANSFER--FAC SAL          100.00 C 9035          >
   2A OALL-ORIENTAL AND AFRICAN L 2_____ TRANSFER FROM CMES_____
   _ 2. R.T.F. Comments          Needs Support Doc: N
TO FUND ASSISTANT PROFESSOR, JOE SMART FOR FALL SEMESTER._____
_____
_ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 10/07/93 02:00 PM --
```

Creating the VT2

To create a new document, type "New" in Action and "01" in Format. Press <enter>.

```

>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DALPHB          RTF - INTRA FUND GROUP - VT2          Year  93 94
Command: VT2    Account: _____ Misc: _____    Month: JUL
=====
Status:          -- COVER SHEET --          Document ID: _____
  Action: new    Summary:
  Created: 07/19/94 by ACNDW -          Category:
  Format: 01_____ Temp/Pmnt: _          RBC: _____
Voucher Date: _____ Voucher Nbr: _____ Totals: Debits:          0.00
Process Date: _____ Credits:          0.00
Sections:  _ 1. R.T.F. Transactions          Entries:          0
  Account/      Account      Amount      D/C Obj      Free Balance
  Type          titles          DTN      Bdg      Description          Comments
  _____          _____          _____          _____          _____
  _____          _____          _____          _____          _____
          _ 2. R.T.F. Comments          Needs Support Doc: _
  _____
          _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 7/19/94 01:14 PM --

```

Document Information

Type "T" for temporary or "P" for permanent. If you are not for sure, specify temporary.

P - (permanent) will update the budget recommendation form.

T - (temporary) is a one-time transfer that will not affect future budgets.

On transaction lines enter account numbers, amounts, and "D" for debit or "C" for credit, DTN number (optional).

The Needs Support Doc field defaults to "N" since the VT2 document does not require any supporting documentation. Type "Y" in this field if you are sending backup which needs to be filed with this document.

Type a reason or justification for this transfer in Section 2 - R.T.F. Comments. Press <enter> to update the document.

```

>>CREATION OF DOCUMENT E0VT2999981 SUCCESSFULLY COMPLETED; CONTINUE<<
*DALPHB          RTF - INTRA FUND GROUP - VT2          Year  93 94
Command: VT2    Account: _____ Misc: _____    Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: E0VT2999981
  Action: _____ Summary: DOCUMENT IN PROGRESS
  Created: 07/19/94 by ACNDW -          Category:
  Format: 01_____ Temp/Pmnt: p          RBC: _____
Voucher Date: 071994 Voucher Nbr: _____ Totals: Debits:          0.00
Process Date: _____ Credits:          0.00
Sections:  _ 1. R.T.F. Transactions          Entries:          0
  Account/      Account      Amount      D/C Obj      Free Balance
  Type          titles          DTN      Bdg      Description          Comments
  3011111175          1000          _____          c          _____
          t4          _____          _____          _____
  3011111196          .          _____          d          _____
          .          _____          _____          _____
          _ 2. R.T.F. Comments          Needs Support Doc: N
to fund travel expenditures for the warren foundation project._____
  _____
          _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 7/19/94 01:15 PM --

```

Document Approval

Note that the computer automatically created a Summary and supplied the Object Class Code, Account Free Balance, Account Type, Account Title and Description.

The next step is to "VER" (Verify) or "APP" (Approve) the document.

```
>>Update to document E0VT2999981 successfully completed; continue<<
*DALPHB          RTF - INTRA FUND GROUP - VT2          Year  93 94
Command: VT2     Account: _____ Misc: _____ Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: E0VT2999981
  Action: app    Summary: 30-1111-11 "TRANSFER OF FUNDS"
  Created: 07/19/94 by ACNDW -          Category:
  Format: 01_____ Temp/Pmnt: P          RBC: _____
Voucher Date: 071994 Voucher Nbr:          Totals: Debits:          1,000.00
Process Date:          Credits:          1,000.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
  Account/      Account          Amount          D/C Obj  Free Balance
  Type          titles          DTN   Bdg   Description          Comments
3011111175 TRANSFER--TRAVEL          1,000.00 C 9035          +
      OAID-DLA - WARREN FOUNDATIO T4_____ + TRNSFR FROM 30-1111-1196
3011111196 TRANSFER--MISC INC          1,000.00 D 9035          +
      OAID-DLA - WARREN FOUNDATIO T4_____ + TRANSFER TO 30-1111-1175
  _ 2. R.T.F. Comments          Needs Support Doc: N
TO FUND TRAVEL EXPENDITURES FOR THE WARREN FOUNDATION PROJECT._____
_____
_____
  _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 7/19/94 01:18 PM --
```

Document Approval

Note that the document Status has changed to PENDING.

The message line at the top of the screen tells you where the document was routed.

```
>> Document is now at desk BD ADMIN in BUDGET OFFICE <<
*DALPHB          RTF - INTRA FUND GROUP - VT2          Year  93 94
Command: VT2     Account: _____ Misc: _____ Month: JUL
=====
Status: PENDING          -- COVER SHEET --          Document ID: E0VT2999981
  Action: _____ Summary: 30-1111-11 "TRANSFER OF FUNDS"
  Created: 07/19/94 by ACNDW -          Category:
  Format: 01_____ Temp/Pmnt: P          RBC: _____
Voucher Date: 071994 Voucher Nbr:          Totals: Debits:          1,000.00
Process Date:          Credits:          1,000.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
  Account/      Account          Amount          D/C Obj  Free Balance
  Type          titles          DTN   Bdg   Description          Comments
3011111175 TRANSFER--TRAVEL          1,000.00 C 9035          +
      OAID-DLA - WARREN FOUNDATIO T4_____ + TRNSFR FROM 30-1111-1196
3011111196 TRANSFER--MISC INC          1,000.00 D 9035          +
      OAID-DLA - WARREN FOUNDATIO T4_____ + TRANSFER TO 30-1111-1175
  _ 2. R.T.F. Comments          Needs Support Doc: N
TO FUND TRAVEL EXPENDITURES FOR THE WARREN FOUNDATION PROJECT._____
_____
_____
  _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=OPTIONS ----- PF8=EXIT ----- 7/19/94 01:19 PM --
```

Creating the VT3

To create a new document, type "New" in Action and "01" in Format. Press <enter>.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          RTF - INTRA FUND GROUP - 26 ACCTS. - VT3          Year  93 94
Command: VT3     Account: _____ Misc: _____             Month: OCT
=====
Status:          -- COVER SHEET --          Document ID: _____
  Action: new    Summary:
Created: 10/04/93 by ACNDW -
  Format: 01_____
Voucher Date: _____ Voucher Nbr:          Totals: Debits:          0.00
Process Date: _____                      Credits:          0.00
Sections: _____                          Entries:          0
  _ 1. R.T.F. Transactions
Account          Amount      D/C   Description      Obj   Free Balance
-----
-----
-----
-----
  _ 2. R.T.F. Comments                      Needs Support Doc: _
-----
-----
  _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 10/04/93 01:24 PM --
```

Document Information

On transaction lines enter account numbers, amounts, "D" for debit (decrease) or "C" for credit (increase) and description (optional).

A reason or justification for the budget change must be entered in Section 2 - R.T.F. Comments.

Departments should type an "N" in the Needs Support Doc field. The VT3 document does not require any supporting documentation. If a manual document was prepared and sent to the Office of Accounting they will type a "Y" in this field.

Press <enter> to update.

On each document, transfers may be made only within a budget group (i.e., the first 8 digits of the account number must be the same).

```
>>CREATION OF DOCUMENT D0VT3999967 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE          RTF - INTRA FUND GROUP - 26 ACCTS. - VT3          Year  93 94
Command: VT3     Account: _____ Misc: _____             Month: OCT
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VT3999967
  Action: _____ Summary: DOCUMENT IN PROGRESS
Created: 10/04/93 by ACNDW - WEISER, NANCY D
  Format: 01_____
Voucher Date: 100493 Voucher Nbr:          Totals: Debits:          0.00
Process Date: _____                      Credits:          0.00
Sections: _____                          Entries:          0
  _ 1. R.T.F. Transactions
Account          Amount      D/C   Description      Obj   Free Balance
-----
2610090812 50_____ c transfer from oe_____
2610090850 ._____ d transfer to sal/wage_____
-----
  _ 2. R.T.F. Comments                      Needs Support Doc: N
To cover increase in salary expenses._____
-----
-----
  _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 10/04/93 01:26 PM --
```

Approving the Document

"VER" (Verify) or "APP" (Approve) the document.

```
>>UPDATE TO DOCUMENT D0VT3999967 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE      RTF - INTRA FUND GROUP - 26 ACCTS. - VT3      Year  93 94
Command: VT3  Account: _____ Misc: _____      Month: OCT
=====
Status: CREATED      -- COVER SHEET --      Document ID: D0VT3999967
  Action: app      Summary: 26-1009-08 "TRANSFER OF FUNDS"
    Created: 10/04/93 by ACNDW - WEISER, NANCY D
    Format: 01_____
Voucher Date: 100493 Voucher Nbr:      Totals: Debits:      50.00
Process Date:      Credits:      50.00
Sections:      Entries:      2
  _ 1. R.T.F. Transactions
    Account      Amount      D/C      Description      Obj      Free Balance
2610090812      50.00      C      TRANSFER FROM OE_____ 9072      20000.00 +
2610090850      50.00      D      TRANSFER TO SAL/WAGE 9072      20000.00 +
-----
  _ 2. R.T.F. Comments      Needs Support Doc: N
TO COVER INCREASE IN SALARY EXPENSES._____
-----
  _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 10/04/93 01:31 PM --
```

Approved Document

Notice the document status changed from created to proposed. The command line at the top of the screen tells you which desk the document has routed to. For more information, type "ROU" in the Action field.

Contact your accountant in Contracts& Grants at 471-6231 for questions concerning the VT3.

```
>> DOCUMENT IS NOW AT DESK SIGNER DSK IN MASTER VIEW 5100001 <<
*DEFINE      RTF - INTRA FUND GROUP - 26 ACCTS. - VT3      Year  93 94
Command: VT3  Account: _____ Misc: _____      Month: OCT
=====
Status: PROPOSED          -- COVER SHEET --          Document ID: D0VT3999967
Action: ____ Summary: 26-1009-08 "TRANSFER OF FUNDS"
Created: 10/04/93 by ACNDW - WEISER, NANCY D
Format: 01____
Voucher Date: 100493 Voucher Nbr:          Totals: Debits:          50.00
Process Date:          Credits:          50.00
Sections:          Entries:          2
    _ 1. R.T.F. Transactions
    Account      Amount      D/C  Description      Obj  Free Balance
    2610090812          50.00 C TRANSFER FROM OE_____ 9072      20000.00 +
    2610090850          50.00 D TRANSFER TO SAL/WAGE 9072      20000.00 +
    _____
    _ 2. R.T.F. Comments          Needs Support Doc: N
    TO COVER INCREASE IN SALARY EXPENSES._____
    _____
    _ 3. Departmental Codes

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 10/04/93 01:36 PM --
```